

ADMINISTRATIVE-INTERNAL USE ONLY

(This Notice Expires 9 Aug 83)

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 18-12

TRAINING
5 July 1983

REQUESTING TRAINING AND PASSWORDS FOR THE NPIC DATA SYSTEM (NDS)

1. Technical Services Section, Services Branch, Computer Services Division (TSS/SB/CSD) is responsible for training users of the NDS and all of its subsystems. TSS is also responsible for controlling and issuing NDS passwords (pursuant to Director of Central Intelligence Directive Security of Foreign Intelligence in Automated Data Processing Systems and Networks.) The following procedures formally document the existing process for requesting training and/or passwords from TSS. (AIUO)

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2. Requests for training not scheduled by the NPIC Training School must be sent to the Chief, TSS via speedletter and routed through your component's ADP coordinator. Training for more than one individual may be requested on a single speed letter. Each request should contain the full name, badge number, grade, title, room number, training desired, and justification for training for each individual on the list plus the name, title, organization, room number and extension of the requestor. All requests for staff and contract employee training on the NDS must be signed by a supervisor. Requests for other contract personnel must be signed by the Contracting Officer's Technical Representative (COTR). (AIUO)

3. Each password has a certain level of access assigned according to the "need to know" for the position. A password is issued upon completion of a training course. Individuals who have not attended official NDS training, but have received on-the-job training in some particular area of the NDS, must be certified by the Chief, TSS or his representative, before they can receive passwords. Requests for certification should be prepared and forwarded in the same way as requests for training. (AIUO)

4. The Chief, TSS must be notified via speed letter through the component's appropriate ADP coordinator, whenever an individual's change of duty requires a change in access to the NDS, and whenever an individual retires, resigns or transfers within NPIC or the CIA so that the necessary adjustments can be made to system files and administrative documentation. This notification must include the individual's name and badge number. (AIUO)

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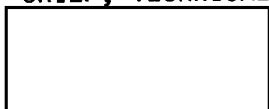
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5. Send all requests for training and passwords to:

CHIEF, TECHNICAL SERVICES SECTION,

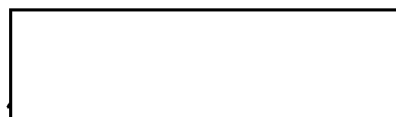


For further information call TSS on



(AIUO)

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R. P. HAZZARD
Director

Distribution: B

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